

Edit Form

[Create Form](#) [Forms](#) [Monitor Forms](#)

Important

Users have varying levels of access when monitoring forms. The "Actions" drop-down menu below may appear different, depending on the user's role in the PRO-CTCAE system.

Hover over the "Forms" tab in the top navigation bar.

Click on "Manage Forms" in the lower navigation bar.

Select Study

To enter the study, start typing either part of the study identifier or title. A drop-down menu of studies will appear. Scroll down and click on the corresponding study. If you choose the wrong study and want to clear the field, click on the white "X" in the small black icon.

Here you'll see the form(s) created for this study, including the title, the version of the form most recently created, the date the form became effective, and whether or not the form is final or still in a draft phase.

PRO-CTCAE Patient Symptom Reporter

Welcome system_admin

Home Log out

Forms Studies Participants Administration Reports

Manage Forms Create Form

Select Study

Instructions Enter a portion of the study identifier or title.

Study (HCC-00) A Study of HCC

You have selected the study A Study of HCC.

+ New Form View hidden forms

	Title	Version	Effective Date	Status
Actions	Study A	1.0	10/08/2010	Final
Actions	Copy of Study A_1286998864201	1.0		Draft

version 1.0

You also have options to create entirely new forms or hide forms:

New Form

Click on the blue "New Form" button to create, build, and release a new form.

View Hidden Forms

Click on the blue "View hidden forms" to see any forms that you may have hidden.

Use the Actions drop-down menu to select either "Create new version," "Edit schedules/notifications," "View form," "Hide form," or "Copy form."

Manage Forms **Create Form**

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New Form **View hidden forms**

	Title	Version	Effective Date	Status
	Study A	1.0	10/08/2010	Final
version 1.0	Copy of Study A_1286998864201	1.0		Draft

Actions

- Create new version
- Edit schedules/notifications
- View form
- Hide form
- Copy form

Actions

Create New Version

A dialog box will ask if you are sure that you want to create a new version of this form. If you do so, you will lose access to the old version and won't be able to make changes to the schedule. Click on the "Version" button to create a new version, or "Cancel" if you decide not to. To review how to create a form, visit ["Create Form."](#)

Version Form

By versioning a form you will lose access to the old version of this form and will not be able to edit or change administration schedule.

Are you sure you want to version this form?

Cancel **Version**

Copy Form

An exact copy of the form you choose will be created and automatically titled "Copy of [proctcaehelp:study title]." You may change the title if you like. To review how to create a form, visit ["Create Form."](#)

Manage Forms **Create Form**

1. Form Builder > 2. Schedule Template > 3. Notifications > 4. Overview

Save & Continue

Basic Details

Study: (HCC-00) A Study of HCC

*Title: Copy of Study A_1287426154048

Recall period: over the past 7 days

Instructions: Title is used for administrative tracking of the forms but it's also the form name that patients will see in their inbox.

Questions

Add a Question Question Properties

Instructions: Click on the green arrow to add item/symptom to the form.

Display Preferences Cardiac disorders →

- Palpitations - [Pounding or racing heartbeat (palpitations)] →
- Ear and labyrinth disorders →
- Tinnitus - [Ringing in your ears] →

There are 5 questions in this form.

- Hoarse voice
- Numbness or tingling in your hands or feet
- Watery eyes (tearing)

View Form

You may see a read-only copy of the form, schedule template, and notifications. The form and schedule appear as they do to the participant.

Finalize Form

A dialog box will ask you to confirm this form to be active. **Once you release a form, you can no longer edit it.**

In the confirmation box, you can change the form's effective date from the default of today's date. Type the date in the mm/dd/yyyy format, or click on the calendar icon to choose the date. Once you are ready to release the form, click on the red "Release" button. If you change your mind, click on the blue "Cancel" button. Once you release a form, you will be taken to the "Manage Forms" screen.

Are you sure you are ready to release this form?

Releasing a form is irreversible, you will no longer be able to edit this form. However you can create a new version in the future.

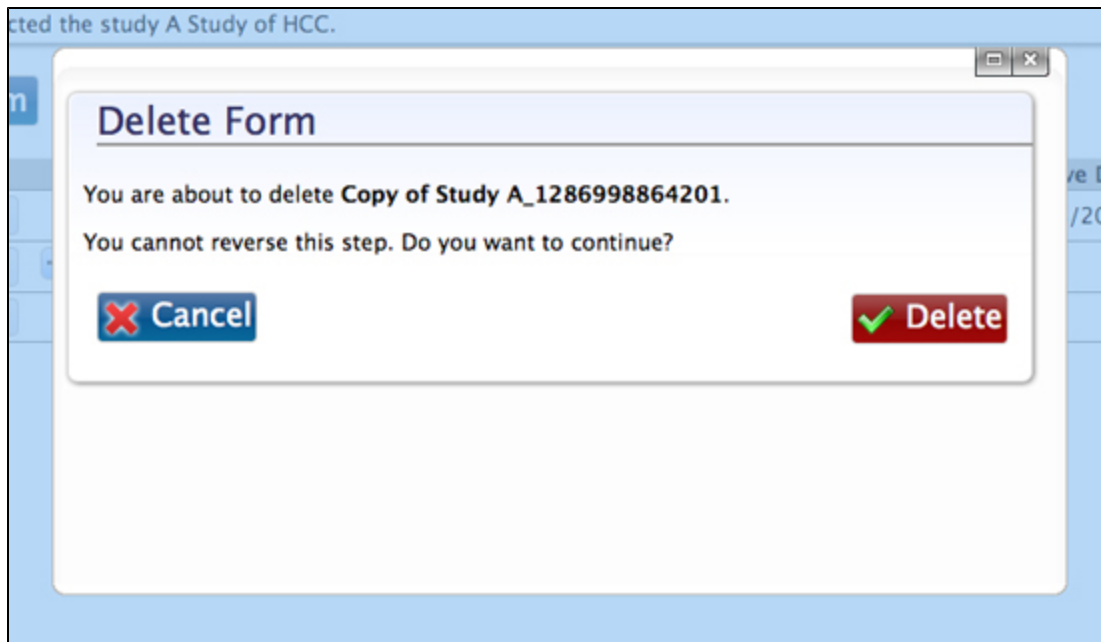
You are about to release **Copy of Study A_1286998864201**. You will no longer be able to edit it. Please provide the date on which this form will be made effective.

* Effective date: 10/18/2010 (mm/dd/yyyy)

Cancel **Release**

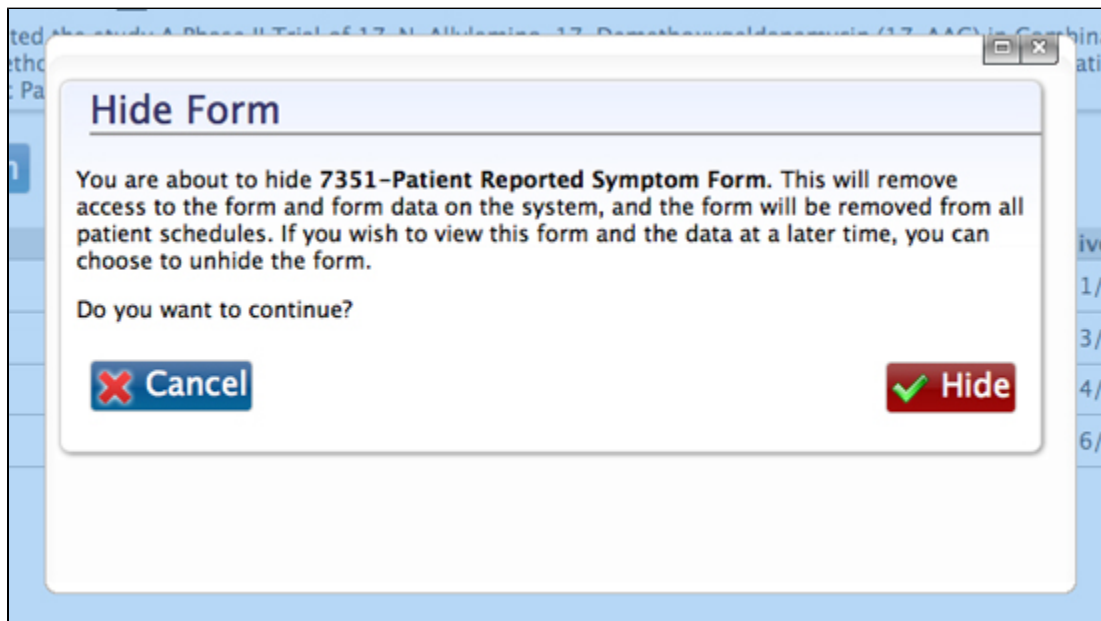
Delete Form

A dialog box will ask you to confirm that you want to delete this form. Deleting a form is irreversible. Click on the "Delete" button to delete the form, or "Cancel" if you decide not to.



Hide Form

A dialog box will ask you to confirm that you want to hide the form. Hiding a form removes access to the form and form data on the PRO-CTCAE system, and the form will be removed from all patient schedules. (If you wish to view this form and the data at a later time, you may view the form by clicking on "View hidden forms" on the main "Manage Forms" page.) Click on the "Hide" button to hide the form, or "Cancel" if you decide not to.



Edit Form

You may edit any details of an existing form. Note that any new information you enter will override the current information on the form. To leave the original form intact, choose "Create New Version" or "Copy Form," then make changes.

Edit schedules/notifications

You may edit just the schedules and notifications of a form and leave the form questions intact. To review how to create schedules and notifications, visit "[Create Form.]"